



Department of Energy

ROCKY FLATS FIELD OFFICE
10808 HIGHWAY 93, UNIT A
GOLDEN, COLORADO 80403-8200

MAY 13 2007

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04-DOE-00540

Customer Support Office - Columbus
ATTN: CSOC-DEU, Bldg 11, Sec 4
3990 East Broad Street
Columbus, OH 43213

To Whom It May Concern:

I am writing on behalf of a group of dedicated Federal employees at the Department of Energy's Rocky Flats Field Office near Denver, Colorado. Rocky Flats is a former nuclear weapons production site identified for complete dismantlement and closure in 1992. After struggling through various regulatory and community issues, we awarded a closure contract in February 2000 with a target closure in December 2006 for approximately \$4 billion. At this writing the contractor is months ahead of schedule and hundreds of millions under budget. This performance is due in large part to the talented, creative, and dedicated Federal staff in my organization.

Success in our project means earlier loss of employment for my staff. That they continue to drive for earlier project completion is testimony to their professionalism. I am writing in support of their efforts to seek follow-on positions. My staff represents a variety of technical and administrative skills. All have contributed in some measure to the success that has been achieved. These employees are some of the best in Federal service, and while I would like to see them continue in the Department of Energy (DOE), the geographical location of our sites is limited and may not be compatible with family or other constraints. If an employee cannot be placed within the DOE, then my secondary goal is to ensure their talent is not lost to the Federal service. In that regard I am appealing to you to give strong consideration to employees from Rocky Flats that may apply for your vacancies. You may feel free to contact me directly for a reference at 303-966-2025.

I would also be willing to discuss your specific skill needs or shortage areas that may be filled by my staff. Toward this point I have already had success in crafting "win-win" arrangements with many other Federal agencies. You may contact my Transition lead, Frazer Lockhart at 303-966-7846 if you have interest in further exploring these opportunities.

Thank you for your consideration of my appeal and best of luck with your continuing mission.

Sincerely,

A handwritten signature in cursive script that reads "Eugene C. Schmitt".

Eugene C. Schmitt
Manager

INTERNAL MANAGEMENT ACTIONS FOR DETAILS, INTERGOVERNMENTAL PERSONNEL ACT ASSIGNMENTS (IPAs), AND INTERAGENCY TRANSFERS

Initiation:

A) RFFO employees have been invited to actively seek details, IPAs, and transfers to other DOE sites. Once an employee has established a shared interest with a receiving agency or site, the RFFO Human Resources Supervisor will be notified so that the formal steps below can be followed.

B) RFFO management has actively solicited opportunities from other agencies and DOE sites. An agency or site may identify a specific need or skill to be filled by a detail, IPA, or transfer. All requests from outside RFFO should be routed to the HR Supervisor. Requirements of the Collective Bargaining Agreement will be followed in advertising and selecting to fill the agency or site request.

Approval Process:

After receiving a request from an RFFO employee or an outside agency, the HR Supervisor will prepare a brief summary to notify AMAT and the affected Direct Report, and to gain conceptual approval from the RFFO Manager. Human Resources Specialist assigned to the organization in which the employee is located prepares an Exception to Environmental Management Hiring Controls request, if necessary in order to affect a detail. HR Specialist prepares an Interagency Agreement between United States Department of Energy, Rocky Flats Field Office and the gaining agency by using the template, or for IPAs by using the appropriate forms. The agreement shall identify the duties which the individual will perform and the benefits accruing to the DOE. The agreement shall establish funding responsibilities. When all terms have been negotiated and tentatively agreed to between the Supervisor, Direct Report, and receiving agency, the HR Specialist submits the package to the RFFO Manager for approval. Upon approval by RFFO Manager, material is forwarded for EM-1 approval as required. IPA's require additional concurrence through OCC prior to RFFO Manager approval, and additional approvals beyond EM-1 are needed at DOE Headquarters.

Direct Report/Supervisor:

When Manager has approved a transfer reassignment of an employee, HR Specialist discusses a proposed effective date with the HR point of contact at the receiving site. That date is negotiated with the responsible supervisor and/or Direct Report and then confirmed with the receiving site. For details and IPAs, the RFFO HR Specialist negotiates the proposed effective date with the gaining agency, the employee and his/her supervisor and/or Direct Report and confirms the proposed date with the gaining agency or proposes an alternative date for negotiation.

Security:

No action is necessary if the employee is going on detail, because the employee retains badge. For an MOU reassignment, the clearance must be transferred. The HR Specialist contacts Marti Thompson in Safeguards and Security (or other designated official) to notify her of the necessity to terminate the RFFO clearance.

Finance/Budget:

The HR Specialist provides a copy of the Interagency Agreement to the RFFO Budget Officer, when the agreement is signed with all necessary approvals. For an MOU reassignment, HR notifies Evelyn Peacock in the Chief Financial Office (or other designated official) to terminate the RFFO travel card and terminate the employee's access to Travel Manager. The CFO official will identify any outstanding funds due to DOE, e.g., reimbursement for training, ensuring that all credit card bills are paid in full. For detailees on assignments exceeding 30 days, the CFO official will deactivate the RFFO travel card.

The HR Specialist will advise the gaining agency of the potential need to reissue a travel card.

Property Management/Computer Access:

In all cases, the HR Specialist will notify a designated individual in Business Services, Office of the Assistant Manager for Administration and Transition so that assigned property can be recovered and computer accounts terminated.

Employee Time and Attendance:

For both assignments under the MOU and detailees, the supervisor of the gaining agency will sign the employee's timesheet. The employee is responsible to fax the timesheet to the RFFO timekeeper. Time and attendance will be mentioned in periodic checks with the agency contact to ensure that the process is smoothly functioning and timely.

Performance Appraisals:

For assignments under the MOU, RFFO will provide input to the gaining agency at least once every 90 days. For detailees, performance feedback will be requested from the gaining agency in accordance with periodic checks, at least every 60 days.

CAREER TRANSITION ASSISTANCE SUPPORT ANALYSIS

The Rocky Flats Field Office (RFFO) strategy for career transition assistance is to provide on-site services, support, and resources to employees for the purpose of reducing the workforce with as little adverse impact as possible. This analysis compares the development of this support by the RFFO versus use of the existing K-H Career Transition Center (CTC). The analysis concludes that use of the K-H CTC on a reimbursable basis is more cost effective and provides better service to the RFFO employees, and therefore is in the best interest of the DOE to use.

Career Planning: Employees will have access to electronic character/personality/interest self assessments that point to knowledge, skills and abilities and instructor facilitated assessments such as Meyers/Briggs.

NOTE: K-H offers much of this.

SF 171/OF-612 and Resume Writing: In addition to computer software and hardcopy reading/study aids, employees will have an opportunity to attend seminars designed specifically to assist the federal employee in effectively capturing his/her work experiences in resume format or through use of federal applications (SF-171 and/or OF-612). Special attention will be given to understanding Federal vacancy announcements and addressing knowledges, skills, and abilities (KSA).

Job Search Techniques: This seminar will cover effective job search techniques through resources such as the internet, local/regional/national publications (newspapers), telephone contacts and networking.

Building Interviewing Skills: Employees will have an opportunity to attend a seminar designed to prepare them for job interviews. Seminar will ????? (NOTE:K-H offers this)

Financial Planning: Employees will be provided an opportunity to attend a seminar designed to assist and/or provide employees with valuable information on getting their financial resources in order in preparation for career transition/change, temporary unemployment, managing Thrift Savings Plan, and setting up Individual Retirement Annuities for those planning to accept employment outside of federal service.

Online Learning: EXCELLENT LOW COST OPTION Employees will be given access to DOE's On-line learning center and a limited amount of duty time to participate in training opportunities, however, access will be 24 hours per day seven days a week.

1. **RETIREMENT PREPARATION:** In order for employees to make one of the biggest decisions that they will ever make, employees must be provided with information that will answer the many questions that come up when one becomes eligible to retire.

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Retirement Counseling: Counseling will be geared for those that do not desire to further their careers and have met the eligibility criteria for full retirement and if made available early retirement. CSRS and FERS distinctions/processes will be covered.

Pension/Benefits Analysis: Employees eligible for full retirement and if made available early retirement will be provided personalized and general information regarding pensions, benefits and other pertinent information relative to retirement. Also, information pertaining to employee's eligibility to continue health care coverage after obtaining work outside of the federal government and how government pensions are affected will be covered.

Financial Planning: Employees will be afforded an opportunity to attend a seminar designed to assist and/or provide employees with valuable information on getting financial resources in order in preparation for retirement, career transition/change, setting up Individual Retirement Annuities, managing Thrift Savings Plan, etc

(3) **JOB PLACEMENT ASSISTANCE:** Management's assistance in identifying career/job opportunities outside of RFFO prior to employees' positions being determined as surplus is vital to avoiding the need for involuntary separations.

Federal Government: Hardcopy vacancy announcements and other federal government websites with job opportunities will be provided. Contact will be made with other federal agencies in the Denver metropolitan area. Links to websites will be available on desktops throughout the RFFO career transition web page.

Office of Environmental Management: Employees will be kept abreast of job opportunities EM complex wide. In some instances, RFFO employees may be afforded the opportunity to get a "first look/consideration" before positions are advertised throughout EM complex or outside of EM.

Private Sector: Through the use of the Colorado Department of Labor and Employment, and the K-H Transition Center employees will have access to job opportunities in the Denver metropolitan area and nationwide.

Details Leading to Permanent Employment: When there is a reasonable expectation that a detail will result in or lead to a permanent position, although not guaranteed and at management's discretion, employees will be provided assistance with obtaining and securing details with other federal agencies, institutions of higher learning, and private sector companies.

Intergovernmental Personnel Act (IPA): When there is a reasonable expectation that an IPA will result in or lead to a permanent position and the timing of such will not conflict with employees' positions becoming surplus prior to end of the IPA, employees will be provided assistance with obtaining and securing IPAs to State and local

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governments, institutions of higher learning, Indian tribal governments, and other eligible organizations found in 5CFR334.102 for up to 2 years, part or full time.

Onsite Interviews (career job fairs): There will be a continuing effort to bring as many employers as possible onsite to conduct interviews to fill job openings. This effort will be coordinated with the Colorado Department of Labor and Employment, Workforce Boulder County (WfBC).

Resume Books: Employees can prepare and submit a resume that will be used to create resume books that will be provided to sites/offices EM complex wide, other federal agencies and private sector companies. NOTE: Need OCC approval

CAREER TRANSITION ASSISTANCE IMPLEMENTATION PLAN

1. Use of “enhanced” K-H Career Transition Center services (write-up to be provided by RFFO once OCC opinion is obtained)

2. Approximately two-thirds of the current RFFO staff is duty stationed at the Mountain View facility located approximately 10 miles from the Rocky Flats Site. To provide for greater access to career transition assistance resources and services, a Career Transition Assistance Center (CTAC) will be created and located at the Mountain View facility to augment the use of the K-H Center transition services. The Center will serve as the a focal point for DOE transitional services, resources, and activities. A conference room has been made available for the Center’s location, which is in close proximity to the human resource and benefits personnel. The implementation of the Transition Strategy is supported by the creation of a functional transition center.

Career Transition Assistance Center Mountain View: To provide more convenient access for the employees located at the Mountain View facility, a center will be created that is equipped with 1 - 2 computer workstations, printer(s), facsimile and telephones. In addition, the center will be equipped with a library comprising of reading and study material on subject matters relevant to career transition, retirement, financial planning, etc.

Furnishings (at minimum)

- 1 to 2 computer workstations with phone and internet access. Depending on arrangements, workstations should have dividers that permit some degree of privacy.

1 printer capable of serving 2 computer workstations

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- 1 small desk
- 1 book shelf (open face)
- 2 wall mounted bulletin boards
- 1 rotating brochure rack (optional)
- Other décor accessories as needed

Cost: Depends on availability of surplus furniture and/or equipment

Proposed Staffing

1 Additional duty Transition Center Coordinator: Performed as additional duty for AMAT staff person as selected by AMAT.

- Oversees the Center, and contracts to assure agreed upon services are being provided, being accountable for the Centers physical/technical assets by maintaining inventory of all equipment
- Maintain a sign-up sheet so that employees can book the room if they have a phone interview or need to talk with a benefits specialist.
- Advertise and market the Center's activities and services through various means
- Coordinate workshops with the Colorado Workforce Center and others as the need arises and serves as the facilitator for these activities
- Coordinate with DOE HQ Work Life Center and/or the Training office on available career transition type training
- Maintain and analyze statistical data on the number of employees served, visitation, participation in transition activities and counseling sessions
- Recommends the purchase of resource materials such as books, video, audio tapes
- Develops and maintains the Center's resource materials and software bibliography; maintains software licenses and makes recommendations for purchases
- Serve as primary contact for employers wishing to conduct onsite interviews
- Serves as primary contact for representatives from the Colorado Workforce Center

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NOTE: Part time Assistant is not needed

- Contacting local businesses, non-profit and government organizations by phone, mail or e-mail, to inquire about vacancies and attending on-site job fairs/interviews
- Write or call employers to get on mailing lists for job announcements/vacancies
- Contact local employers for job phone hotlines
- Assist employees in using data bases that list job openings
- Provide the special services needed by employees with disabilities, such as information on accessibility of a potential employer's work-site
- Post hardcopy job openings on bulletin board and maintain its currency

1 part-time Career Counselor Contracted position. To be effective, the contract counselor must be able to:

- Meet with employees to assist them in planning their careers and/or job search
- Meet with managers/supervisors to provide advice and training on how to sensitively handle career transition discussions
- Provide one-on-one assistance in developing resumes, cover letters and/or Federal government job applications
- Advise employees on overcoming specific issues, such as being a federal employee looking or forced to seek a non-federal job, job hunting when over 40 years of age, and marketing oneself if the employee has a disability
- Conduct mock interviews to assist employees to be more proficient in interviewing techniques (including video taping mock interview)
- Conduct personality, interest and skills assessments
- Recognize when employees are showing signs of stress and provide information on the counseling services available, i.e., Employee Assistance Program

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Counselor must have access to vacant office or conference room for one-on-one counseling.

Software

NOTE: Redundant to K-H

Resource/Reference Materials

NOTE: May be Redundant to K-H. A big library should not be a major focus. K-H has self-help books that can be checked out.

- **Federal Job Winner's Tips:** A series of small booklets designed to help federal job hunters win the jobs they want. The booklets are written for first-time federal job seekers and career government employees. Booklets are "how to" guides that covers Starting Your Job Search, Selecting Your Occupation, Preparing Your Application, Interview for Job Openings and Change Careers within Government.
- **The KSA Workbook:** This book focuses on the most critical aspects of the federal job arena . . . Knowledges, Skills and Abilities. Employees will learn how to write responsive and effective KSA narrative statements.
- **The KSA Sampler:** A companion to The KSA Workbook, employees learn about the kind of information agencies look for and how they can best present their credentials.
- **Using Today's Reinvented Vacancy Announcement:** Employees learn how to decipher the important elements and accurately interpret what the agency expects of them and their application.
- **The Job Hunting Handbook (Job Outlook To 2005):** Covers various topics including but not limited to, how to package, market and sell yourself; networking; mass mailings; using the telephone effectively; questions to expect during interview; and job hunting blunders to avoid.
- **Surviving a Layoff:** Teaches employees how to cope with the emotional, financial and job hunting stresses of unemployment.
- **Benefits Guide for Separating Employees:** Provides up to date information that helps employees make informed decisions about benefits when they leave federal service.
- **Federal Career Opportunities:** Bi-weekly subscription that publishes current federal vacancies nationwide. The vacancies are newly opened and/or recently amended vacancies in each report. Provides special web links that allows readers to quickly download the complete vacancy announcement. Covers Congressional, Judicial and Executive Branch positions. (3 reports bi-weekly for 1 year)
- **Total Cost: \$3,500.00 (includes all reference materials)**

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Cost estimate is based on an initial layout of resource materials for 50 employees. Cost can be cut tremendously if resource materials are for use only while in the Center or on a loaner basis.

Workshops/Seminars (Colorado Workforce Center fee for service)

The Colorado Workforce Center, Workforce Boulder County, can contract instructors skilled in conducting workshops for Federal employees. The majority of the workshops run ½ day. If needed, RFFO will be able to schedule morning and afternoon sessions. Workshops could include:

K-H has

- Intensive Skill Assessment (full-day)
- Resume Writing

K-H has

- Advance Interview Techniques (full-day)
- Networking Skills
- Salary Negotiation
- Stress Management
- Retirement and Benefits

Cost: \$12,000 to \$20,000

Total cost for the cited workshops will depend on whether there is a need to schedule some or all of the ½ day workshops twice, i.e., morning and afternoon sessions. A “workshop day” (8 hrs) is quoted to be \$2,000.00. Other workshops dealing with different subject matters can be added as needed.

On-Site Interviews

To assist employees in securing interviews with employers who have job vacancies, a continued effort will go into identifying potential employers and inviting them to Mountain View to conduct interviews. Instead of having one or two large job fairs per year, the aim is to have employers visit Mountain View as often as they have real job openings that RFFO employees will be considered for. On an ongoing basis, Workforce Boulder County has agreed to assist RFFO in identifying these potential employers.

Cost: \$0.0

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Colorado Workforce Center, Workforce Boulder County (WfBC)

The WfBC, a branch of the Colorado Department of Labor and Employment, can provide the support needed and/or services to assist the RFFO in succeeding at transitioning RFFO employees into other careers and/or retirement. WfBC will partner with RFFO throughout the process of assisting employees in making career changes, finding other employment and/or transitioning into retirement. WfBC job and data banks can be computer accessible to the employees at Mountain View and they will provide a sundry of services associated with transition and that will be instrumental in RFFO being able to smoothly reduce its workforce without the use of RIF. In addition, RFFO employees will be welcomed to take advantage of WfBC services at its office in Boulder, Colorado.

Cost: \$0.0

United States Government

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Rocky Flats Field Office

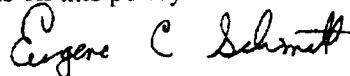
memorandum

DATE: JAN 22 2003
REPLY TO:
ATTN OF: OOM:FL:03-00042
SUBJECT: Use of Government Equipment for Career Transition
TO: All Rocky Flats Field Office Employees

I support employee job search activities and want to facilitate career transition as much as possible within the bounds of regulation. The following describes my policy for use of Government equipment, work time, and Internet access for career transition activities, including searching for employment opportunities and preparing resumes or other application forms.

1. Until further notice employees may use Government equipment and work time for career transition activities in a limited manner. Government equipment includes such items as the employee's work space, computer including access to the Internet, copy machine, fax, and phone. To a reasonable extent, employees should conduct such activities before and after work hours, and during lunch break. If an employee has reason to use extended work time, permission should be gained from the Supervisor in advance to ensure that there is no conflict with required duties. Should an individual's supervisor be unavailable, it is up to the employee to show a good-faith effort in notifying his/her supervisor, either by Email or voice mail message in advance of the time used. Supervisors are responsible to ensure that employee use of work time for career transition activities does not negatively impact employee job performance and mission accomplishment.
2. All Department of Energy (DOE) employees are authorized to use the Kaiser-Hill Company, LLC (K-H), Career Transition Center (CTC) in Building 60 for job search and career transition activities. Use of the K-H CTC is in addition to use of any DOE career transition resources.
3. Government vehicles are not authorized for use for personal career transition activities. Also, Government postage cannot be used for job applications or other personal correspondence.

Career transition is a personal responsibility that will require action in some form by every Rocky Flats Field Office employee prior to closure. The authorities described above are intended to provide appropriate support for your challenge of career transition. Please contact Frazer Lockhart at extension 7846 or Mike Hargreaves at extension 2150 if you have any questions on this policy.


Eugene C. Schmitt
Manager

United States Government

Department of Energy
Rocky Flats Field Office

memorandum

DATE: JAN 22 2003
REPLY TO:
ATTN OF: OOM:FL:03-00044
SUBJECT: Approval of Time for Job Interviews

TO: All Rocky Flats Field Office Employees

I expect increasing job search activity by employees as we get closer to achieving our closure mission. Toward that end, I am supporting considerable flexibility, within the bounds of regulation, to assist employee job search activities. The following describes my policy for use of official duty time, administrative leave, and other leave for the purpose of completing job interviews.

1. Annual leave, leave without pay, or use of compensatory time are authorized according to normal leave approval procedures. Employees on an alternate work schedule (AWS) are encouraged to make use of the AWS day for interviews.
2. Administrative leave may be authorized subject to employee request and supervisory approval based upon work requirements. Supervisors are delegated to approve up to four hours of administrative leave per interview. Direct Reports are delegated to approve up to six hours. Any request for administrative leave over six hours must be approved by the Manager. An example requiring leave of over six hours could be an interview in another city requiring travel.
3. Duty time will not normally be used for job interviews. Exceptions may be granted by the Manager, as an example for personnel that have received specific notice that their position is excess.

Any required travel time is included within the leave approval times outlined above. Travel costs are not reimbursable while in a leave status. Please contact Frazer Lockhart at extension 7846 or Mike Hargreaves at extension 2150 if you have any questions on this policy.



Eugene C. Schmitt
Manager